



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 4/16/84	1. Agency Address Georgia Bureau of Investigation Division of Forensic Sciences Photography Section 1234 Moreland Avenue, Room 207 Atlanta, GA 30316	Application Number 81-357-A	
Application Number		Date Received MAY 09 1984	Date Completed AUG 28 1989
2. Person to Contact Shirley Freeman		Working Title Photographer	Telephone Number 656-7450
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 81-357 Check One: <input checked="" type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1952 Latest Present		5. Records Series Title (followed by title used in office, if different) Photo Negatives	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Forensic Sciences furnishes scientific expertise in the analysis and evaluation of evidence, for the performance of medicolegal autopsies, for crime scene searches and for police training. Reports of the results of the various laboratory examinations and outside medical examiner reports form the basis of a permanent record system. The photography section photographically records physical evidence submitted to all sections of the laboratory for preservation purposes. In addition, the section prepares demonstrative enlargements for court presentations.			
7. Record Series Description Documents relating to: Included are: See Attachments #1 and #2 File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Taking photographs of autopsies, fingerprints; crime scenes, documents, physical evidence. Negatives of photographs. By calendar year, then numerically by case number	
8. Monthly Reference Rate How often are records referred to which are: One to six months old 0; Seven to twelve months old 0; Thirteen to twenty-four months old 1; twenty-five months and older 0?			
9. Annual Rate of Accumulation of Records Letter-size drawers ; Legal-size drawers ; Shelves ; Other (specify) Card file drawers (4x6) 2			

If not, where is it?

X b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.

X c. Is this a vital record?

X d. Does this series have historical or long term research value?

X e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?

X f. Is the information contained in this series ever published? If yes, attach copy.

X g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.

X h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?

X i. Is this series (or a major portion of it) regularly microfilmed?

X j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- a. State Law _____ years.
- b. Statute of limitation _____ years.
- c. Federal law _____ years.
- d. Audit period _____ years.
- e. Administrative need 50 years.
- f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 6 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 44 year(s); then
- ☒ Destroy, all photo negatives except for those the Archives selects as a historical sample;
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

See Attachments #1 and #2

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	5-7-84	Margaret Jarak	5/4/84
840509-01 Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 81-357-A		State Records Committee (Signature)	Date
State Auditor/Designee		<i>[Signature]</i>	8-28-89
Secretary of State/Designee		Edward Wilson	8/24/89
Governor/Designee		W.H. Roper	8/28/89



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 6-15-81	1. Agency Address Georgia Bureau of Investigation Division of Forensic Sciences Photography Section 1234 Moreland Avenue, Room 207 Atlanta, Georgia 30316	Application Number 81-357	
Application Number		Date Received JUN 23 1981	Date Completed JUL 9 1981
2. Person to Contact Shirley Freeman		Working Title Photographer	Telephone Number 656-7450
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1952 Present		5. Records Series Title (followed by title used in office; if different) Photo Negatives	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Forensic Sciences furnishes scientific expertise in the analysis and evaluation of evidence, for the performance of medicolegal autopsies, for crime scene searches and for police training. Reports of the results of the various laboratory examinations and outside medical examiner reports form the basis of a permanent record system.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Taking photographs of autopsies, fingerprints, crime scenes, documents, physical evidence. Included are: Negatives of photographs. File is arranged: Numerically by case number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>0</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>Card File Drawers</u> (4"x6") <u>2</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. 38-1102 Secrets of States
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>50</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.


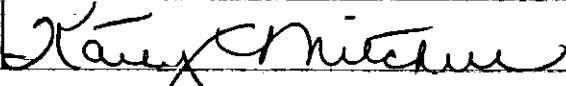



12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 7 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	6-18-81		6-18-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
			6-29-81
			6-29-81
			7-6-81